



## City of Atlanta Bureau of Buildings

### Checklist for Submission of plans for Commercial and Multi Family Development- New Construction and Additions

<b>Applicable Codes:</b>	Standard Building Code (International Building Code), 2000 Edition with Georgia and City of Atlanta amendments
	Rules and Regulations of the Safety Fire Commissioner for the State Minimum Fire Safety Standards, August 21, 2003 (Georgia Safety Fire Law)
	National Fire Protection Association (NFPA) 101 Life Safety Code, 2000 Edition with Georgia Amendments
	Standard Gas Code (International Fuel Gas Code), 2000 Edition with Georgia Amendments
	Standard Mechanical Code (International Mechanical Code), 2000 Edition with Georgia Amendments
	Standard Plumbing Code (International Plumbing Code), 2000 Edition with Georgia Amendments
	National Electrical Code, 2002 Edition with Georgia amendments
	Georgia Handicapped Accessibility Law 120-3-20
	ANSI 17.1 1996 Elevator Code, with 1999 Georgia amendments
	International Energy Conservation Code, 2000 Edition with Georgia Amendments
	Standard Fire Prevention Code (International Fire Code), 2000 Edition with Georgia amendments

Three (3) options are available to submit for a building permit in the City of Atlanta involving new construction or additions to commercial, industrial or multi-family residential buildings: Full, Site or Foundation. (*The City of Atlanta issues building permits and not "so called" "land disturbance permits".*) Please be advised that partial site or foundation submissions may ultimately delay review of the project.

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis.

***Note: Plans marked "Not Released for Construction", "preliminary" and "permit only" shall not be accepted for review, except as noted for site and foundation permits.***

All projects must have fire department approval (404-853-7076) for site access, hydrant protection and places of assembly, when applicable. Three copies of the appropriate plans must be submitted directly to the Fire department reviewer- please call 404-853-7076 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

All projects in Fulton County (404-730-1301) must have Fulton County Health Department approval for solid waste facilities (dumpsters, trash compactors). Fulton (404-730-1301) or DeKalb (404-508-7900)

County Health Department approval is necessary for facilities with food or bar service. These approvals must be presented to this Bureau before a building permit can be issued.

Georgia Child Care Licensing Agency approval is necessary for projects involving Daycare occupancy. Please call 404-657-5562 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

*All projects must undergo sewer capacity verification as a prerequisite for issuance of a building permit. Accurate data regarding floor areas and occupancy types, existing and new, must be provided to the Department of Watershed Management. Any discrepancies found between the final sewer certification and the plans reviewed by the Bureau of Buildings must be corrected before the building permit is issued!*

#### **FULL PERMIT SUBMISSION REQUIREMENTS:**

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Six (6) separate sets of civil and landscape plans including:
  - a. Tree removal, protection and replacement information
  - b. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Three (3) separate sets of architectural and structural plans
8. Three (3) separate sets of mechanical/HVAC plans
9. Three (3) separate sets of electrical plans
10. Three (3) separate sets of plumbing plans
11. One (1) copy of specifications

#### **SITE (PARTIAL) PERMIT SUBMISSION REQUIREMENTS:**

1. All civil plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All building described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Six (6) separate sets of civil and landscape plans including:
  - a. Tree removal, protection and replacement information
  - b. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Two (2) separate sets of either final architectural plans or preliminary architectural plans. *Preliminary architectural plans are required for information only to evaluate zoning conditions, impact fees and other matters and do not have to be sealed. Such preliminary plans must include, at a minimum, complete floor plans with dimensions, elevations, building occupancy, construction type, height, & appropriate means of egress.*

### **FOUNDATION (PARTIAL) PERMIT SUBMISSION REQUIREMENTS:**

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Six (6) separate sets of civil and landscape plans including:
  - c. Tree removal, protection and replacement information
  - d. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Two (2) separate sets of either final architectural plans or preliminary architectural plans. *Preliminary architectural plans are required for information only to evaluate zoning conditions, impact fees and other matters and do not have to be sealed. Such preliminary plans must include, at a minimum, complete floor plans with dimensions, elevations, building occupancy, construction type, height, & appropriate means of egress.*
8. Two (2) separate sets sealed structural foundation plans

### **GENERAL REQUIREMENTS FOR CIVIL, ARCHITECTURAL & STRUCTURAL PLANS**

1. CIVIL AND SITE PLANS (see also attached Site Development checklist)
  - a. Site Plan
    - i. Must include a property survey by a Georgia registered Land Surveyor.
    - ii. Must provide complete grading and civil engineering plans and all appropriate details.
    - iii. Must show complete boundaries and topography
    - iv. Must show location of buildings (s), driveway (s) and all other proposed improvements to be constructed (fences, walls, accessory buildings, etc.)
    - v. Indicate zoning district
    - vi. Must provide complete land use intensity calculations for multifamily residential uses
    - vii. Indicate lot coverage
    - viii. Indicate floor area ratio
    - ix. Show parking- required & provided
    - x. Show dimensions of all property clearances (such as 7' clearance from the property line to the building)
    - xi. Indicate any existing 100-year flood plan limits and elevations, any "waters of the state" limits, any drainage courses or swales, any wetlands, etc.
    - xii. Indicate any existing easements and their dimensions.
  - b. Show erosion and sedimentation control devices
    - i. Silt Fence
    - ii. Construction Exit

- iii. Provide a complete soil and erosion control plan showing all required best management practices and details
    - iv. Show area of total site and disturbed acreage in acres
    - v. Show existing and proposed ground contours
    - vi. List separately both cut and fill earth quantities in cubic yards
  - c. Sanitary Sewer Connection
    - i. Show Location on site plan
    - ii. Show clean-out at property line
    - iii. Show location and size of existing City of Atlanta public sanitary sewer to be tied into on site plan
  - d. Tree Ordinance
    - i. On site plan provide existing tree inventory, (diameter at breast height and specie), four foot protection fencing, removals (including total inches removed) and replacement (2 ½" caliper minimum shade trees).  
(If trees are removed, property must be posted with at least 15 days waiting period before plans can be approved.) Call City Arborist at 404-330-6874 for further information.

## 2. ARCHITECTURAL/ENGINEERING PLANS

- a. The following minimum code & project information is required on the plans:
  - i. Indicate name, address and phone number of project designer of record (engineer and/or architect)
  - ii. Indicate street address (as issued by the Bureau of Buildings) for all buildings or structures of project in title block of each drawing including cover sheet.
  - iii. List applicable codes used
  - iv. Provide drawing index
  - v. A brief project description
  - vi. Occupancy classification as per NFPA 101
  - vii. Type of construction, Table 500 IBC
  - viii. Sprinklered/Non Sprinklered
  - ix. Building Area in square feet per IBC
  - x. Building Height in feet per IBC
  - xi. Number of stories
  - xii. Basis of structural design per IBC Chapter 16
  - xiii. Statement of special inspections per IBC Chapter 17
- b. The project plans should also include drawings & documentation detailing:
  - i. Compliance with Means of Egress Requirements per NFPA 101
  - ii. Compliance with Handicap Accessibility requirements per Georgia Handicapped Accessibility Law
  - iii. Compliance with International Energy Conservation Code
  - iv. All fire protection assemblies
  - v. Finish grade at all building exterior elevations
  - vi. A Life Safety/Exit plan with calculated occupancy loads, paths of travel, and exit widths per NFPA 101
  - vii. Compliance with interior finish requirements per NFPA Chapter 10
- c. Where independent electrical services are installed in one and two family dwellings, such installation must comply with the National Electrical Code.  
*Note: Two hour walls properly constructed in accordance with the Standard Building Code are deemed to establish separate buildings.*

3. FEES

- a. Building Permit fee is \$5.00 per \$1,000 of total cost/valuation of work (\$50.00 minimum fee)
- b. Impact Fees:
  - i. Calculated by gross building area and use for non-residential uses, number of living units for single family & multi-family, & number of rooms for lodging (hotel/motel, dormitory, etc)
  - ii. Redevelopment and/or Change of Use adjustments may apply.
  - iii. Impact Fees are required to be paid at the issuance of the first permit (Site, Foundation or Full permit)
- c. A separate permit is required by a licensed professional from:
  - i. Electrical (404-330-6180)
  - ii. Plumbing (404-330-6170)
  - iii. Heating Ventilation and Air Conditioning (404-220-6265)
- d. Sewer Tap Permits are issued by the Department of Watershed Management-Site Development (404-330-6089).
- e. Water Meter permits are issued by the Department of Watershed Management-Bureau of Water (404-330-6091)
- f. Certificate of Occupancy/Temporary Certificate of Occupancy vary in cost and are issued by the Building Inspection Division (404-330-6160)

Source: City of Atlanta, Bureau of Buildings

February, 2005

\_\_\_\_ Review<sup>1</sup>

Date: \_\_\_\_\_

**Department Of Watershed Management  
Site Development Section  
Plan Review Comments**

Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

- ☐ 1. **Grading Plan**- a drawing showing the existing and proposed ground contours and elevations indicative of cut and fill operations. The plan should include all pertinent information related to proposed grading operations including, but not limited to: the location of and existing and/or proposed top elevations for sanitary and storm sewer structures, top and ground elevations for existing and/or proposed retaining walls, finished floor elevations for building structures, existing or proposed, the location of proposed detention facilities and any other relevant information as appropriate. The plan may include stockpiling.
- ☐ 2. **Dirt Statement** – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). List cut and fill quantities separately. Include demolition debris (when appropriate) in total.
- ☐ 3. The following note shall be shown on the grading plan: “ No graded slope shall exceed 2h: 1v”.
- ☐ 4. A haul route permit is required from the Bureau of Traffic and Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. A copy of the approved permit shall be submitted to the Site Development Section prior to Section sign-off for the building or land-disturbance permit. Call Traffic and Transportation at (404) 330- 6501 for information on how to obtain a haul route permit.
- ☐ 5. Provide a detail drawing for proposed retaining walls.

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<sup>1</sup> Revised 12/30/04

- ☐ 6. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.
- ☐ 7. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect, or architect. Land-disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.

#### **Sanitary Sewer Construction**

- ☐ 8. Show on the grading plan the location of existing or proposed sanitary sewer connections. Permits for new connections may be obtained from the Site Development Section, Department of Watershed Management.
- ☐ 9. A manhole is required on all sanitary sewer lines eight (8) inches in diameter and larger at the end of each line, at changes in grade, changes in pipe size, changes in alignment and at all intersections.
- ☐ 10. Direct connections of sewer lateral pipes of less than eight (8) inches in diameter to manholes are not permitted. Direct the sewer lateral connections to wyes in the sewer main.
- ☐ 11. Connections to sanitary sewer main lines shall be perpendicular to the sewer main. The maximum skew from perpendicular shall not exceed 15 degrees from perpendicular.
- ☐ 12. A City of Atlanta standard cleanout, located just inside the property line, is required for sanitary sewer lateral connections and shall be shown on the plans.
- ☐ 13. Profile drawings are required for sanitary sewers eight (8) inches in diameter and larger. The profile drawings shall show the top elevations for all manholes and invert elevations and slopes for all pipes. The profile drawings shall show the locations of any underground utilities or other features that may affect construction or future maintenance. Manhole inverts shall be designed to provide fall across the manholes.
- ☐ 14. Some numbering and/or lettering system shall be used to distinguish the structures on the grading plan and the profile drawings
- ☐ 15. All sanitary sewer structures shall conform to the City of Atlanta Standard Details; details shall be shown as part of the plans.

- ☐ 16. Ductile iron pipe (DIP) or vitrified clay pipe (VCP) are required pipe materials for sanitary sewers which will be dedicated to the City of Atlanta. Polyvinyl chloride pipe (PVC) (SDR 35 or better) may be used for private sanitary sewer mains.
- ☐ 17. A manhole, located just inside the property line, is required for private sanitary sewer mains eight (8) inches in diameter and larger.
- ☐ 18. Inside drop manholes with drops exceeding two (2) feet are not permitted. Outside drop manholes are required for drops exceeding two (2) feet.
- ☐ 19. Building over sewers is prohibited. Proposed building structures shall be located completely outside existing easements minimally. Where the existing sewer is deeper than ten (10) feet or where no easement exists, the proposal for construction shall document with detailed drawings and other exhibits that a minimum 1:1 slope from the bottom of the structure's footing to the bottom of the nearest outside edge of the existing sewer pipe can be maintained.
- ☐ 20. The minimum cover requirements for sanitary sewer pipes are as follows: three (3) feet of cover in non-vehicular traffic areas and six (6) feet of cover in vehicular traffic areas.

#### **Storm Sewer Construction**

- ☐ 21. Structures are required in all storm sewer lines twelve (12) inches in diameter and larger at the end of each line, at any change in grade, change in pipe size, any change in alignment and at all intersections.
- ☐ 22. Profile drawings are required for all storm sewer pipes twelve (12) inches in diameter and larger. The profile drawing shall show the top elevation of all structures, invert elevations and slopes proposed for all pipes as well as type of storm sewer structure proposed (manhole, catch basin, drop inlet, etc.). The profile drawings shall show the locations of any underground utilities or other features that may affect construction or future maintenance. Inverts in storm sewer structures shall be designed to provide fall across the structure.
- ☐ 23. Some numbering and/or lettering system shall be used to distinguish the structures on the grading plan and the profile for adequate identification.
- ☐ 24. All storm sewer structures shall conform to the City of Atlanta Standard Details; details shall be shown as part of the plans.



- ☐ 25. The minimum size for storm sewer pipes is twelve (12) inches in diameter. In general, storm sewer pipes shall be sized to carry a twenty-five (25) year storm flow minimum. Storm sewer pipes that carry run-off to a storm water detention facility shall be sized to carry the one hundred (100) year storm flow.
- ☐ 26. The minimum cover requirements for storm sewer pipes are as follows: two (2) feet of cover in non-vehicular traffic areas and three (3) feet of cover in vehicular traffic areas.
- ☐ 27. Reinforced concrete pipe (RCP) and ductile iron pipe (DIP) are required materials for storm sewer pipes. Trussed-ribbed, smooth bore polyvinyl chloride pipe (PVC) may be used, on a case-by-case basis, for private storm sewers (on private property, not in the public right of way) and shall be limited to a maximum pipe size of eighteen (18) inches in diameter. Corrugated metal pipe (CMP) is not permitted (exception: storm water detention facilities where run-off is “backed-up” into the pipe for storage).
- ☐ 28. Building over storm sewers is not permitted (See number 19 in the sanitary sewer construction section of checklist).
- ☐ 29. Due to the scouring effect, proposed drops in storm sewer pipes shall be limited to a distance not to exceed one (1) pipe diameter (e.g. the structure has a 15” incoming pipe and a 15” out going pipe; the maximum drop in the structure is 30” invert to invert).
- ☐ 30. The maximum discharge velocity for storm sewer outlet pipes shall not exceed ten feet per second (10fps) based on Manning’s Equation.
- ☐ 31. A hydrology report showing the 2, 10, 25, 50 and 100- year storm flows is required. No increase in the storm water run-off rate, as compared to predevelopment, or existing conditions, is permitted. Design the storm water management system to maintain the proposed storm water run-off rates at or below pre-construction rates. Provide calculations demonstrating that each of the storms is being controlled. Detention, if required, shall be for the one hundred (100) year storm. Off-site run-off, if any, must be considered and accounted for. See the hydrology study review checklist at the end of this checklist.
- ☐ 32. Note the detention facility’s one hundred (100) year water surface elevation and the one hundred (100) year storage volume on the grading plan near the detention facility. In “combined sewer” areas,

additional storage volume equal to that generated by a 1-year, 6- hour storm is required in detention.

- ☐ 33. Discharge points from storm sewer systems shall be located ten (10) feet minimum from property lines and shall be directed to an acceptable outlet point (e.g. creeks, streams, rivers, swales or existing storm drain systems). In addition, outlet points shall be located so as not to cause ponding of water or increased erosion problems.
- ☐ 34. Provide a detail for the detention facility's outlet control structure on the plans and in the hydrology report. Control weirs or orifices in curbs or walls alone are not permitted. Overflows over curbs or walls are not permitted. The outlet control structure shall be designed as a structure with manhole access for maintenance and the capability to accept and convey the twenty-five (25) year storm flow (routed or unrouted) as overflow when the control weir or orifice is blocked. The use of metal plates or inlet grates as control devices is not permitted.
- ☐ 35. A Professional Engineer's Statement form, which can be obtained from the Site Development Section, shall accompany the hydrology report when submitted for review.
- ☐ 36. The one hundred (100) year contour and elevation(s) must be delineated on any site plan involving the one hundred (100) year flood hazard area. Building construction in the one hundred (100) year hazard limits is not permitted. Proposals for new construction must demonstrate that the proposed construction can be built on ground that is two (2) feet higher and fifteen (15) feet horizontally away from the one hundred (100) year flood hazard contour. Where applicable, locate the limits of the one hundred (100) year floodway on the plans.
- ☐ 37. For properties that have creeks or streams which are not in a one hundred (100) year flood hazard area, the one hundred (100) year high water elevation(s) and contour location for the creek or stream must be determined and shown on the grading plan for any proposal to build on such properties. The one hundred year flood study shall be prepared and sealed by a Georgia registered Professional Civil Engineer.

#### **Work In The Public Right-of- Way**

- ☐ 38. A "Qualified Contractor" permit is required for construction in the public right-of-way. A "qualified contractor" is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified

to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the policy. Contact the Site Development Section at (404) 330-6249 for additional information on how to obtain a permit.

- ☐ 39. The installation of sidewalk is required by City of Atlanta code (code section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans. The back of the sidewalk shall be shown at the property line
- ☐ 40. Concrete driveway aprons with flares are required by City of Atlanta code (code section 138). Driveway aprons shall conform to the City of Atlanta Standard Detail. The location of the driveway apron and the standard detail shall be shown on the plans. The back of the driveway apron shall be shown at the property line.
- ☐ 41. The vertical alignment for proposed streets to be dedicated to the City of Atlanta are as follows: four percent (4%) per one hundred feet (100') is the maximum rate of change of grade for streets with right-of-way widths of forty feet (40') or more; for streets with a right-of-way width of thirty two feet (32'), the maximum rate of change is six percent (6%) per one hundred feet (100'). All vertical curves shall be symmetrical.
- ☐ 42. The pavement section for proposed streets to be dedicated to the City of Atlanta shall conform to the City of Atlanta Standard Detail, which shall be shown on the plans.

#### **Documents and Fees Required Prior to Site Development Section Sign-off**

- ☐ 43. An Indemnity Agreement is required for sites that will have storm water detention facilities. The agreement consists of a completed agreement form (which can be obtained from the Site Development Section), a written legal description of the property parcel on which the storm water detention facility is located, a photocopy of the proposed storm water detention facility as shown on the grading plan for the project and a photocopy of the storm water detention facility's outlet control structure detail from the project's plan or hydrology report as exhibits. All exhibits shall be on eight and one half inch by eleven inch (8 1/2" x 11") sheets. The completed agreement shall be signed by the owner of the property, the exhibits attached and the entire package shall be filed for recording in the clerk's office either the Fulton County or Dekalb County court as appropriate. The original

recorded document shall be presented to the Site Development Section.

- ☐ 44. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Site Development Section prior to Section sign-off (For private agreements a copy is ok; for public facilities, the original recorded agreement(s) are required).
- ☐ 45. 3 Year Maintenance Bond Is Required. A three (3) year maintenance bond is required for proposed sewers and streets that will be dedicated to the City of Atlanta. All bonds shall be submitted to the Site Development Section prior to final acceptance of the project. Bond form may be obtained from the Site Development Section.
- ☐ 46. Erosion Control Bond and NPDES Fees Required. The owner or developer of a project shall submit an Erosion Control Performance Bond to the Site Development Section. The bond is required to ensure that disturbed areas on a project can be stabilized in the event that the owner, developer or contractor cannot or will not stabilize a site. The required bond amount is one thousand dollars (\$1000) per disturbed acre for sites with disturbed areas larger than one point one (1.1) acres. For sites that have disturbed areas of less than one point one (1.1) acres but where the proposed earthwork quantities will exceed five hundred (500) cubic yards or more, a minimum bond of one thousand dollars (\$1000) is required. For proposals with building permit applications dated November 15, 2004 or later, the bond amounts are increased to \$3000 per disturbed acre. In addition, a Forty dollar (\$40.00) fee per disturbed acre as required by State law for National Pollutant Discharge Elimination System (NPDES) fees will be required prior to Site Development sign-off.
- ☐ 47. Pipe inspection fees are required. The fees are as follows:
  - Storm pipes 12" and larger: \$0.25 per linear foot
  - Sanitary pipes 8" and larger: \$1.00 per linear foot
  - All structures (except sanitary sewer connections): \$5.00 each
- ☐ 48. Site Development Fees: The following fees are required for all development in the City of Atlanta except if the fees were already collected for a new subdivision:
  - Driveway and Sidewalk inspections: \$2.50 per linear foot
  - Land Disturbance:
    - Site inspection – Single Family Construction: \$130.00 per lot
    - Site inspection – Commercial Construction: \$830.00 per site

Plan Review – Single Family Construction:	\$100.00 per plan
Plan Review – Commercial Construction:	\$550.00 per plan
Inspection of privately constructed sanitary sewer connections:	
Single Family Construction:	\$250.00 each
Construction other than Single Family:	\$50.00 per connection
and \$1.00 per linear foot for sanitary sewer pipes 8” and larger.	

☐ 49. Sewer Capacity Certification Fees:

Flat rate for Single Family Construction or Commercial Construction less than 2500 gallons per day (gpd): \$600.00

Flat rate for Commercial or Residential Construction with flows of 2500 gallons per day (gpd) or greater: \$1500.00

Capacity Certification analyses (upon a request by the applicant): \$2245.00

(additional charges for modeling, site visits, and alternative analysis, if requested, will vary depending on the nature of the request).

☐ 50. Subdivision Development Fees are as follows:

Plan review: \$50.00 per lot

Curb and gutter installation: \$0.50 per linear foot

Street Paving: \$2.00 per square yard

Land Disturbance:

Site Inspection: \$130.00 per lot

Plan Review: \$100.00 per lot

- ☐ 51. The following note shall appear on the plan cover in **BOLD** outline:  
 “Prior to Land-Disturbing Construction, the Contractor shall schedule a pre-construction meeting with the area Erosion Control/Site Development Inspector”. Call (404) 330-6990 to contact the inspector.

☐ 52. Erosion and Sediment Control Plan Requirements

- ☐ A. A “phased” erosion and sediment control plan is required (initial, intermediate, and final phases).
- ☐ B. A vicinity map is required- A small map showing the site relative to the surrounding area. The map should show enough detail to direct an uninformed person to the site from city hall.
- ☐ C. Adjacent Areas - Neighboring areas such as streams, lakes and residential areas etc. that may be affected by land-disturbing activity must be shown on the plan.

- ☐ **D. Location of Erosion and Sediment Control Practices:** Using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, show the proposed locations for all proposed best management practices, practices may include, but are not limited to:

- 1. Construction Exit
  - 2. Sediment Barrier
  - 3. Sediment Basin
  - 4. Sediment Basin Baffling
  - 5. Storm Drain Outlet Protection
  - 6. Storm Drain Inlet Protection
  - 7. Stone Check Dams
  - 8. Detention Pond Retrofitting
  - 9. Diversions
  - 10. Down Drains
  - 11. Matting and Blankets
  - 12. Disturbed Area Stabilization
  - 13. Other: \_\_\_\_\_
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**Notes, Narratives and other information to be shown on the Erosion Control Plan:**

- ☐ **E.** Note the area size of the total site and the disturbed area size in acres on the erosion and sediment control plan. Delineate and label the project's limit of construction.
- ☐ **F.** The following note shall be shown on the erosion and sediment plans in **BOLD** outline: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land-disturbing activities".
- ☐ **G. Note:** "Erosion and sediment control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".
- ☐ **H. Note:** "Disturbed areas left idle shall be stabilized with temporary vegetation after 14 days; after 30 days, permanent vegetation shall be established".

- ☐ **I. Note:** “Silt fence shall meet the requirements of Section 171- temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced”.
- ☐ **J. Maintenance Statement:** “Erosion control measures shall be inspected at least weekly, after each rain and be repaired by the General Contractor”.
- ☐ **K. Statement:** “Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection”.
- ☐ **L.** The name, address, and phone number of the developer shall be shown on the erosion and sediment control plans.
- ☐ **M. Activity Schedule:** Show the anticipated start and completion dates for the project as well as the sequence of events for all activities, including, but not limited to:
  - **A.** Installation of erosion and sediment control measures
  - **B.** Clearing, grubbing and grading operations
  - **C.** Grassing- show temporary grassing at 14 day intervals and permanent grassing at 30 day intervals
  - **D.** Paving
  - **E.** Building Construction
  - **F.** Final landscaping, grassing, site clean-up, cleaning of storm drains, etc.
  - **G.** Disposition of temporary erosion and sediment control measures
- ☐ **N. Vegetative Plan -** For all temporary and permanent vegetative practices including, but not limited to: species, planting dates, seeding, fertilizer and mulching rates.
- ☐ **O. Detail Drawings -** For all structural practices. Specifications must, at a minimum, meet the standards set forth in the manual for Erosion and Sediment Control in Georgia.
- ☐ **P.** Show the limits for riparian stream buffers about “Waters of the State” as required by the State of Georgia and the City of Atlanta. The

buffer limits shall be measured from the top of stream or water course bank and shall be shown as follows:

- 1. Perennial and intermittent streams shall show the State required 25 ft. and the City of Atlanta 75 ft. buffer limits
- 2. “Waters of the State” other than the above-referenced streams shall show a 25 ft. buffer (e.g. a swale that originates off-site and drains through a site).

(The buffer requirements for items 1 and 2 above may be expanded depending on the presence jurisdictional wetlands)

- 3. If no “Waters of the State” are present within 200 feet of the project site, note on the erosion and sediment control plan: “No “Waters of the State” exist within 200 feet of the project site”.

- ☐ Q. List soil series and types of the project area impacted by land-disturbing activities.
- ☐ R. Provide documentation of payment of all ad valorem taxes due or owed on the project parcels.
- ☐ 53. **Other:** In final form four (4) sets of plans are required for Department approval. See the plan marked “Site Development\_\_\_\_\_” for additional comments. Return the marked plans and hydrology report (if applicable) with the revised plans. For information on how to obtain the Manual for Erosion and Sediment Control in Georgia, call the Georgia Soil and Water Conservation Service at 770-761-3020.



## **Supplemental Hydrology Study**

### **Review Comments**

- ☐ 1. Provide pre-development and post development drainage basin maps for the proposed development based on topography. Show the area limits, area sizes in acres and run-off coefficients for all areas of flow onsite, any off site areas contributing, on site area “to pond” and post development areas bypassing detention.
- ☐ 2. The entire area of the parcel involved in the permit application must be addressed in both pre-development and post development conditions. Show calculations of the required flow parameters for the studied storm events.
- ☐ 3. The complete areas studied in both pre-development and post development conditions must total to the same overall acreages.
- ☐ 4. For sites 25 acres and smaller, Rational Method hydrology reports are required.
- ☐ 5. Provide “weighted” C value calculations for all required storm flows in both pre – development and post development conditions of the proposed site.
- ☐ 5. Provide complete time of concentration calculations to document study parameters.
- ☐ 6. Use City of Atlanta standard intensity factors for studied storms and list the values used in the calculations.
- ☐ 7. Provide complete documentation for all areas of bypass, including the appropriate allowable outflow calculations.
- ☐ 8. Provide complete documentation for the stage/storage/discharge (S/S/D) data used in the report. This would include (at a minimum) the size, configuration, and elevation of control orifices and weirs, the weir coefficient associated with the configuration of the detention storage proposed, and the elevations and storage volumes generated by the detention facility.
- ☐ 9. For underground pipe and vault storage detention facilities, provide complete calculations to document the storage volumes available. Minimum data would include the following parameters: for pipes, length, diameter and slope; for vaults, length, interior dimensions and slope (all storage vessels must have positive slope to drain).
- ☐ 10. There is no available storage areas or volumes below the invert of the lowest control orifice or weir. Any volume lost to the placement of the outlet control structure, interior structural

elements, slope of storage facility, etc., must be fully accounted for in the stage/storage calculations.

- ☐ 11. Proposed storage below the 100-year flood hazard elevation (or the 100-year high water limits for streams not in a FEMA flood hazard area) is not permitted.
- ☐ 12. Provide calculated flows for pre-development and post development conditions for all required storms.
- ☐ 13. Provide peak inflow hydrographs for all required storms in pre-development and post development conditions.
- ☐ 14. Use a minimum time to peak for pond inflow in the hydrographs equal to five times the time of concentration selected for the routings in the report.
- ☐ 15. Provide routed outflow hydrographs, storage elevations and required storage volumes for all required storms.
- ☐ 16. Provide two decimal places accuracy, minimum, for all calculated flows, routed flows and required storage elevations.
- ☐ 17. Provide minimum overflow capability for the 25-year storm (routed or unrouted) through the detention facility's outlet control structure and outlet pipe, above the required 100-year storage elevation. Overflow is based on the complete blockage or failure of the outlet control structure control orifices or weirs. Document overflow capacities with the appropriate weir calculations.
- ☐ 18. All inlets and pipes carrying the storm flows to detention must be able to intercept and convey the unrouted 100-year storm flow without surcharges or overflows. Provide pipe charts or other exhibits as necessary to document calculations.
- ☐ 19. All data in the hydrology report, on the plans, profiles and detail drawings must be identical.
- ☐ 20. As of November 15, 2004, the allowable outflow for new construction or redevelopment construction shall be seventy per cent (70%) of the pre-development peak out flow. Allowable outflow adjustments for bypass shall be made based on the reduced predevelopment peak outflow.
- ☐ 21. Other:

